

SECRET

25 February 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Training and Education

SUBJECT: Weekly Report

3. On 9 February, Ms. Jan Williams, Office of the Secretary, United States Department of Agriculture (USDA), visited OTE's Chief, Secretarial Training Branch, to inquire about OTE's secretarial training program and the Agency's IS Career System. She believes the Agency's training program could serve as a model for one at USDA. [REDACTED]

4. Seven newly designated Ambassadors, accompanied by Ambassador Shirley Temple Black, participated in OTE's Ambassadorial Seminar on 11 February 1988. The Associate Deputy Director for Operations hosted the briefing. [REDACTED]

5. The surrogate travel system is now functional in OTE Headquarters Learning Center. Learning Center personnel have been briefed on how the system functions [REDACTED]

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SUBJECT: Weekly Report

25X1 6. An OTE instructor from the Leadership Development Division spent the week of 8 - 12 February at the Federal Executive Institute as a guest faculty member. [REDACTED]

25X1 7. OTE hosted an orientation session on 18 February 1988 for Agency participants in the Women's Executive Leadership (WEL) Program. Past graduates, program coordinators, Agency managers, along with the 1988 participants, met to kick off the 1988 program. The Agency is sponsoring six candidates in 1988: one each from DI, DO, DS&T, and three from the DA. [REDACTED]

25X1 8. The eleventh running of the Executive Seminar began 22 February 1988, at the Donaldson Brown Center, Port Deposit, MD. The 22 officers attending represent the Directorates as follows: DS&T-8, DA-5, DO-4, DI-2, and the DCI Area-3. [REDACTED]

25X1 [REDACTED]

SECRET

16 February 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]
Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

25X1 1. LTD instructors [redacted] who are working on the French Curriculum Review (FCR) met with DO Language Officer in late January 1988 to discuss the FCR Questionnaire draft on the effectiveness of French language training in preparing officers for field assignments. Evaluation sessions were also held in early February 1988 with CMS and PEMS officers from various divisions across directorates. Based on feedback gotten in those meetings, the FCR staff will provide a final version of the Questionnaire by late February 1988.

25X1 2. On 8 February 1988, French Instructor [redacted] provided translation services to ITD. The material translated will be used by ITD in Analysis Training [redacted]

25X1 3. During the week of 1 February 1988, LTD turned down three requests for full-time training in Portuguese [redacted]
25X1 [redacted] LTD was unable to accommodate these requests since an increase in the demand for training in Portuguese currently has LTD's Portuguese staff working at full strength. LTD recommended suitable commercial training to fulfill these training requirements. [redacted]

25X1 5. In coordination with the Language Development Committee, the Deputy Director for Curriculum, and the DO Senior Training Officer, LTD is experimenting with closing down long-term (24 weeks or more) language training for one week (21-25 March) in order to enable students to enroll

S E C R E T

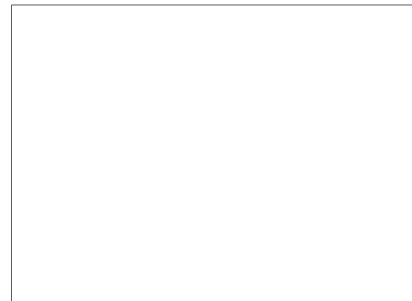
S E C R E T

SUBJECT: Language Training Division Weekly Report

25X1 in required/elective non-language training without missing their language
25X1 classes. [REDACTED]

25X1 6. Near East and Asian Languages Branch (NEA) Japanese instructors
25X1 [REDACTED] attended the Southeast
Region Conference of Japanese instructors in Raleigh, North Carolina the
weekend of 12 February. [REDACTED]

25X1 7. There were 39 reading and 37 oral proficiency tests the past week
25X1 compared to 26 reading and 18 oral proficiency tests the previous week.
[REDACTED]



S E C R E T

23 February 1988

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

2. 1. On Tuesday, 9 February, Ms. Jan Williams, Office of the Secretary, USDA, visited the Chief of the Secretarial Training Branch to inquire about OTE's secretarial training program and the Agency's IS Career System. She ~~had~~ *believed* ~~heard about our training program and thought it could serve as a model for a~~ *the Gray's* ~~program she has been asked to develop for USDA.~~ Ms. Williams has impressive credentials in training development. We plan to stay in contact with her and assist her in any way possible as she develops a training program for USDA secretaries. (U)

STAT 2. Several months ago OTE asked the DCI Clerical MAG to update the current Agency Correspondence Handbook. *no* *when does yes!* *Chairperson* of the DCI Clerical MAG, together with senior secretaries in all the directorates, put together samples of major changes in Agency correspondence. These changes will be incorporated in a draft revision of the Handbook, which the DCI Clerical MAG will review before it is printed. (U)

STAT

23 February 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [redacted]

Chief, Intelligence Training Division

25X1 SUBJECT: IT Weekly Report [redacted]

25X1 1. At the invitation of [redacted], an LDA division chief, Morgan
25X1 [redacted] (Chief, Analysis Training Branch) met with a group of LDA branch
and division chiefs on 9 February to discuss marketing of DI products.
25X1 [redacted] had attended a one-week course on Creative Marketing Strategies at
the Wharton School of Business a year ago. He shared with the LDA
officers his observation from the course that many standard, widely used
marketing principles and techniques are directly applicable to DI
products. The LDA group was receptive to this notion and resolved to
seek more innovative and effective ways of analyzing LDA's market and
25X1 packaging the product to enhance its impact. [redacted]

25X1 2. The 19 students in the second running of the revised Seminar on
Producer-Consumer Relations (10 - 11 February) greatly appreciated the
structured opportunity to share ideas and experiences in dealing with
users of finished intelligence. The relatively few comments on the
course ran to providing more of the same, though without more time in
class. We plan to make some adjustments, not losing sight of the primary
value of the learning that flows from class discussion of this important
topic. [redacted]

25X1 3. The one-week Optical Fiber Communications course run by STI
finished on 12 February. The 22 students (14 DS&T, 4 DA, 4 DI) rated the
course a success in terms of both instruction and content. The course
was conducted by Dr. Leonard Bergstein, Professor of Electro-Optical
Sciences at Polytechnic Institute of New York and covered the principles
of fiber-optic systems and explored system components. [redacted]

25X1 4. On 16 February, Professor Karen Dawisha of the University of
Maryland discussed "Soviet Relations with Eastern Europe" in the Soviet
Foreign Policy Block. She focused on three themes--reappraisal,
restructuring, and the bandaging of old wounds. Reappraisal considered
the changing Soviet view of the nature of the international system.
25X1 Restructuring explored Soviet attitudes towards reforms in Eastern
Europe, promotion of indigenous reforms in Eastern Europe that were not
carbon copies of the Soviet model, and changes in multilateral
relations. Finally, she assessed efforts to address "blank spots" in
history, particularly the review of Soviet-Polish relations that included
consideration of the fate of the Polish Communist Party in the 1930s, the
Katyn Forest massacre, and the Soviet-Polish War of 1920. Her
comprehensive examination of current relations provoked a lively
25X1 discussion. [redacted]

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SUBJECT: IT Weekly Report

25X1

25X1

6. Student evaluations of the second running of Life on the Other Side: Overview of the DO for the DI on 17 - 18 February make clear that this new course, specially tailored for its DI audience, is achieving its objective of illuminating the missions, functions, organization, and operational environment of the DO, with special emphasis on the human component. The 37 students averaged seven years of Agency service. Because the waiting list to take the course is already over 150 DI officers and promises to grow in light of the success of the second running, we are considering holding the May course for perhaps 100 students in the Headquarters Auditorium or the GA13 theater.

25X1

7. Dr. Robert O. Freedman, Dean of Graduate Studies, Baltimore Hebrew University, spoke on 22 February to the Soviet Foreign Policy Block on "Soviet Interests and Activities in the Mideast." While providing a comprehensive analysis of Soviet policy and actions in the Mideast, Dr. Freedman addressed as his main concern the degree of continuity and change in Moscow's policy since Gorbachev's coming to leadership in 1985. He concluded that the Soviet peace plan for the area is essentially the same as Brezhnev's which was put forward originally in 1976. He stated, however, that the Moscow leadership is now far more realistic and flexible and recognizes the important role that local politics plays in the complicated peace process in the Mideast.

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23 February 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Acting Director, Center for the Study of
Intelligence

SUBJECT: Weekly Report/CSI

AD/CSI met at the Brookings Institution on 10 February with Maxine Mennon, senior conference coordinator for the Brookings Conferences on Understanding Federal Government Operations and the other conference coordinators who will be bringing groups to Headquarters during FY 1988. A number of administrative procedures were discussed which should help to streamline the logistics of these visits. [REDACTED]

AD/CSI met on 12 February 1988 with Judy Kaufman, Foreign Service Institute coordinator for the Washington Tradecraft Course and the Deputy Chiefs of Mission Seminar. While the meeting was primarily an introductory one, Ms. Kaufman brought with her a composite evaluation of the day at CIA prepared by the last Washington Tradecraft Seminar to visit the Agency and shared her ideas on program content for their next visit. [REDACTED]

Seven newly designated Ambassadors, accompanied by Ambassador Shirley Temple Black, participated in the OPE Ambassadorial Seminar on 11 February 1988. Associate Deputy Director for Operations [REDACTED] hosted the briefing, with assistance from [REDACTED] Deputy Chief, CI Staff, and [REDACTED] Deputy Chief, SE Division. A number of DO division chiefs and the Director of Training and Education joined the group later for informal conversation in the Executive Dining Room. [REDACTED]

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16 February 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (8 February - 19 February 1988)

25X1
Where We Are

25X1 1. [REDACTED] designed and coordinated two classes of "one-on-one" training" for instructors in OIR, OC, IMS, and OTE.

25X1 2. [REDACTED] conducted a trainers workshop for six members of the State Department's Mobile Training Team in conjunction with WOTD's personal security training.

3. The surrogate travel system is now functional in the OTE Headquarters Learning Center. Learning Center personnel have been briefed on how the system functions, [REDACTED] ✓

25X1 ✓ 6. 4. [REDACTED] met with IMS personnel for 2 hours on 3 February to brief them on the details of administering the special center Phoenix system. Currently the IMS Phoenix has the Badge Table Orientation and CBT AIM course on it. Eventually the ORI course will reside on this machine as well.

25X1 5. [REDACTED] viewed a demonstration module of a new interactive video product, "Situational Management," on 5 February. At their request, C/CBTG has ordered and received a copy of the whole curriculum, which is installed on an InfoWindow in Room 224, CoC. The program, which is quite flexible, can last from 3 hours to 4 days according to the promotional material. Pending [REDACTED] approval after she views it this week, the material will be piloted in POCM in the near future.

35011

25X1
25X1

6. C/CBTG continues to advise OIA as they plan to implement CBT/Interactive Video (IVD) in their new training and development scheme. [] spent 90 minutes at CofC with "Situational Leadership" and "Name Game" programs on 9 February. [] will return on 17 February with OIA deputy division chiefs involved in their planning effort.

7. Thanks to the OIA contact, C/CBTG was invited to a demonstration of a prototype curriculum for imagery analysts done by WICAT for NPIC Training. The training, delivered on WICAT machinery using videodisc material pressed in-house, is simulation-based and very good in quality. We will see to it ITD personnel have a chance to view it to develop ideas about possible IVD applications in OTE's intelligence training area.

8. The script for PC Security has been re-written and sent to C/ISTD and C/ISSD in OS. The script now reads like spoken English, but -- we believe-- retains all of the technical information. As soon as the two division chiefs are heard from, the final edit will take place. No new video will need to be shot.

25X1

9. We interviewed [] from the DI TV Center, for a rotational position in the Television Production Section. He has strong technical credentials and is in the process of getting his MA. CPAS is willing to carry him on their TO while he works with us for six months.

10. This week the Media Collection, Language Lab, and Library were transferred from the Media Production Branch to the Plans, Evaluation and Development Staff. This move will (a) allow the media elements to concentrate on production issues and requirements and (b) consolidate the OTE self-study area.

11. We met with representatives of SACTD to review and define visual media requirements for the Secretarial Training Center at the new headquarters building. We intend to develop appropriate videotapes for the center as scripts are developed, coordinated, and approved.

25X1

12. C/TPS met with [] ISTD, to explore the area of desk-top publishing and computer graphics. The basis for the inquiry is TPS' need for computer animated graphics and quick updates of workbooks. Several other areas will be studied, such as PC projection in the classroom, production of classroom materials, and modeling. There are several conferences coming up in the near future which one or both will attend.

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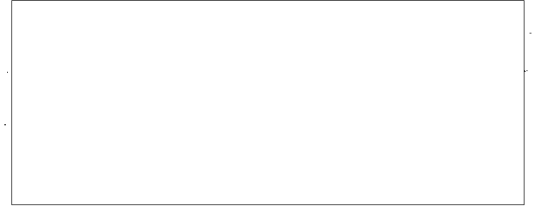
Where We Are Going

25X1



2. We will be pursuing a purchase of suitable TV monitors for use on the ground floor as directories/announcement units. We have already dropped the needed cable and consulted with TSD about data entry and update.

25X1



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16 February 1988

MEMORANDUM FOR: Director of Training and Education

STAT FROM:

[redacted]
Acting Chief, Leadership Development Division
Office of Training and Education

SUBJECT: LDD Weekly Report (U)

STAT

1. On 9 February, [redacted] from LDD conducted a ninety minute session for DS&T Career Trainees on the "Contract Process". Robert provided an overview of the steps involved in getting a program from idea to acquisition, then followed up with a short requirements exercise. Using the exercise results as background, he discussed and provided an outline for translating requirements into a Statement of Work (SOW) and Work Breakdown Structure (Should Costs). This presentation set the stage for a one-day review of "Project Management in the DS&T"--part of the DS&T Career Trainee Course. Other topics addressed during the day included: Planning and the Budget Cycle, Security, and Negotiations. (U)

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2. [redacted] attended the "Process Communication Workshop" from 3-5 February, in room 536, Chamber of Commerce. The course was taught by [redacted] a retired agency employee with 30 years experience in the DO. [redacted] the creator of the Process Communication Model, was an observer. He was there to assess [redacted] teaching method and to answer substantive questions about the material. Bryce was impressed with the overall model and found it to be extremely accurate in describing and assessing all types of people. Although the students were required to process a large amount of information during the three days; mastery of the information, in Bryce's opinion, is invaluable for communicating effectively with others. There were quite a few DO officers in the course who found the material to be quite appropriate for their profession. Bryce felt that the course should be increased from three to four days: the first two days spent on learning and processing the new information; and, the last two days spent on role playing and perfecting the newly acquired assessment skills. According to Bryce, the course is appropriate for all employees and should be considered as an addition to the Interpersonal Skills Training Program. Note: Other LDD personnel who have attended this program--including Peter [redacted]--have come away with substantial reservations about its applicability and reliability. (U)

STAT

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3. On 10 February, [redacted] from LDD led the DS&T Career Trainees in an exploration of "How to get things done in the DS&T". Based on materials and notes from George Peabody's Managerial Power Course, Robert focused the three hour segment on: defining what power really is; identifying the various power bases within organizations; and discussing techniques for increasing one's power and influence. It was a lively three hours which included a team exercise, a videotape presentation, several short lecturettes, and a lot of discussion. (U)

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SUBJECT: LDD Weekly Report (U)

STAT 4. Leading People in CIA was conducted for 28 participants
 8-10 February. It was an exceptionally strong running with students rating
 both the relevance of the material and the course overall at 4.8. The
 manager in residence was [redacted] Chief of Political Psychology Division,
 Office of Leadership Analysis. His presentation discussing lessons he had
 learned as a manager was very well presented and received. In addition, he
 contributed insights throughout the three days that strongly reinforced the
 instructors' presentations and the overall objectives of the course. This
 was the final running of Leading for course chair [redacted]
 and [redacted] instructed for the entire three days and [redacted]
 [redacted] contributed to different segments. (U)

STAT 5. [redacted] spent the week of 8-12 February at the Federal Executive
 Institute as a guest faculty member. This first week of the four-week
 Executive Excellence Program revolves around John Gardiner's assertion that
 to be effective, a leader must first understand himself. The students spent
 the bulk of the week in a small-group process designed to facilitate this
 understanding. [redacted] co-led one of the so-called Search Teams, using
 an approach with its roots in the thinking of Malcolm Knowles, as well as
 NTL. (U)

STAT [redacted] found FEI at a turning point. Newly-appointed Director Mike
 Hansen seems strongly committed to some changes. He is concerned that the
 program--though still successful--is being presented very much as it was
 designed 20 years ago. He is looking to the upcoming recommendations of a
 blue-ribbon panel of outsiders for guidance on how to blend what is still
 valuable from the original design with new ideas and approaches. He is in
 the process of replacing a number of faculty members. (U)

STAT Pam Gwin, newly-named Deputy Director for Faculty, noted in a
 conversation with [redacted] that she and Mike Hansen are eager to meet with
 both D/OTE and LDD folks in the near future. (U)

STAT 6. [redacted] conducted the second in a series of
 PAR workshops for a component of OSO. These workshops are part of a larger
 OSO management development course. The workshop was well received by the
 twenty students present. Also present were career management representatives
 from OC, OP, OL and OSO to answer questions about their offices and to
 clarify the differences between their career management systems. The next
 MTB workshop for OSO is scheduled for May.

STAT 7. [redacted] departed 16 February for five months maternity leave.
 She has prepared an overview of Electives for Managers program, for which she
 is Program Director, which will be forwarded after review. Electives for
 Managers Program Administrator [redacted] will administer the program
 during Karin's absence

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23 February 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]
Chief, Leadership Development Division
Office of Training and Education

25X1 SUBJECT: LDD Weekly Report [redacted]

25X1 1. [redacted] will lead a discussion on ethics with the CT's on
25X1 25 February. [redacted] is filling in for [redacted] who is taking the
Executive Seminar this week. He will make some initial remarks and provide a
25X1 framework for subsequent small group discussions of the types of ethical
issues faced by Agency officers. [redacted] and other members of OTE will then
facilitate these discussion groups. This approach should bring out more
individual participation than the former method of discussing ethics in
25X1 plenum. Three or four students would dominate the session and others were
reluctant to share their feelings. [redacted]

2. LDD is receiving more and more requests for tailored workshops and
special runnings of existing courses. We take on those that we uniquely do
best and refer the others to the most appropriate outside contactor. The
following is of a partial list of programs LDD plans to conduct in response
to requests for support to various offices:

- o Six PAR Workshops (OSO, FBIS, and two each for OIT and OL,);
- 25X1 ✓ o Two-day Team Building workshop [redacted]
- 25X1 o Special running of MCIA (GS-10s and below) [redacted] ✓
- 8. o OIR Management Lecture Series;
- o Outward Bound for NIESO;
- o Support to OIT's internal management training effort;
- o Support to OC's ongoing management training program; and
- o Organization Development and Consulting Techniques workshop for OP.

25X1 A special running of POCM for OC was the single major request that was not
accommodated. More information on the progress/outcome of individual
requests will follow under separate cover. [redacted]

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25X1 SUBJECT: LDD Weekly Report []

25X1 3. [] attended the Federal Executive Institute's 1988 Executive Forum held in Washington, D.C. 18 and 19 February. This year's Forum on the theme "The Future of Public Service" heard from Congressman Leon E. Panetta (California) who discussed the budget process and economic factors; Cokie Roberts, Congressional Correspondent, National Public Broadcasting, on the Presidential Primaries; former Senator Edmund Muskie and William Coleman, former Secretary, DOT, explained issues considered by the National Commission on the Public Service to strengthen the effectiveness of the career services of government; Constance Horner, Director, OPM, who explained the Administration's opposition to changes in the Hatch Act and the enthusiastic support for revitalizing the Federal Executive Institute. She stated that the Reagan Administration has gained respect for the Federal Service. [] *sure!*

25X1 Michael Hansen, new Director for FEI talked about the three year improvement program for the Institute addressing four areas: (1) new facilities for executive level personnel; (2) outside experts to study the curriculum and make changes; (3) improve relations with Agencies/Departments; and (4) improve relations with OPM. Hansen is scheduling individual meetings with Agency heads. In addition, FEI is working with DOD to develop a two week program for new SES officers. []

Some general impressions gained from the Forum:

- all government Agencies are faced with a large increase in work caused by the growing size of Congressional staffs and their demands for information;
- all have problems with micro-management by Congress;
- the original intent of the SES to provide rotational assignments to other Agencies has failed;
- the high rate of SES officers leaving government has caused a serious problem of attracting and retaining an excellent career federal service;
- the inability of Congress to deal with the U.S. budget deficit and economic conditions affecting the stability of the government; and
- the emphasis on "Wellness Program" at the executive level throughout the Federal Service. []

25X1 4. Agency participants in the Women's Executive Leadership (WEL) Program met on 18 February 1988 (1530-1700) with past graduates, program coordinators, Agency managers, and guests to kick off the 1988 program. Thirty people attended the orientation--hosted by Leadership Development Division--to exchange information about the year-long program and to honor graduates as well as current participants. [] the DD/OTE, congratulated both graduates and 1988 participants urging them to take full

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25X1 SUBJECT: LDD Weekly Report []

25X1 advantage of the career opportunities provided by this OPM sponsored
25X1 program. The Agency is sponsoring six candidates in 1988: [] ✓25X1 5. The eleventh running of the Executive Seminar (mandatory for new SIS
25X1 officers) began 22 February 1988, at the Donaldson Brown Center, Port
Deposit, MD. The 22 officers attending represent the Directorates as
follows: []25X1 In addition to two
25X1 DDs (DDO & DDA) and two ADDs (ADDI & ADDS&T) scheduled to address the
seminar, the DDCI, ExDir, IG and William Baker (Director, Public Affairs
Office) are also participating. []25X1 6. "Managing in CIA" ran with 27 new managers on 18-20 February. The
25X1 overall evaluation was 4.4. [] chaired; []
[] also instructed. []25X1 [] Director of the Office of Special Projects, DS&T,
participated as a manager in residence. He offered comments and observations
25X1 throughout and he co-taught the sections on Performance Appraisal and
Management Accountability (case studies). [] Chief of the
25X1 Counterintelligence Support Group, Office of Security, also attended for his
first run as manager-observer [] was highly complimentary about the
program, saying that the word about the course in OS was extremely positive
and that it "fully lived up" to his expectations and that he "wished he had
been able to attend such a course" when he became a manager. His one
25X1 suggestion for improvement concerned more attention to the potential legal
liability managers face. Unfortunately, neither [] could
25X1 be on hand for the entire course, citing previous commitments. []25X1 One new aspect of the course was intensified focus on EO 12333 in
response to the directive of the DDCI to pay more attention to this. We did
this in the form of one item in the Management In-Box exercise, which asks
the managers to evaluate an unspecified request to the DCI from the Drug
Enforcement Administration for assistance (see attached). The request leaves
unclear whether this involves domestic law enforcement (which could be
forbidden under the EO) or foreign intelligence collection. When asked about
this, the several students who commented said that, in their view, concern
about the legality of the request was not their problem. Instead they viewed
it as the responsibility of the DCI and others above them to determine its
25X1 legality. []25X1 Another new feature was the introduction by [] of an
automated analysis of the Task Force Planning Exercise. The basic thrust of
this exercise is to give students some rudimentary rules of the road for
project planning, organizing, implementing, monitoring, and evaluating. The
new feature automatically analyzes student responses, ranks these responses
against other students in the class, and gives the students individualized
feedback on where they need to improve in this area. (See attached
25X1 example.) []

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25X1 SUBJECT: LDD Weekly Report

25X1 7. very positively
evaluated an inter-active video presentation on situational leadership
acquired by Computer Based Training Group. The program is content rich, well
paced, utilizes realistic scenarios involving the kind of professional level
25X1 managerial situations encountered in the Agency, and involves the student
throughout in exercises. will explore the possibility of utilizing
25X1 excerpts from the program in POCM. This would involve substantial equipment
25X1 acquisition. Another possibility is for use in self-study centers.

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U.S. Department of Justice

Drug Enforcement Administration

Washington, D.C. 20537

August 5, 19xx

Memorandum for: Director of Central Intelligence

Subject: Expansion of Miami Joint Operations Base

1. This memorandum is to confirm and implement telephone conversation of 8/4/xx on accelerating the expansion of the Miami Joint Operations Base.

2. Mr. James Davis, chief of our Southeastern Operations Branch, is planning an inspection of our Miami base on or about 15 September. He hopes that the chief of your Narcotics Intelligence Staff will be able to accompany him.

3. An early requirement for the expanded base will be the installation of an imagery analysis position. Your representative should be prepared to advise the base chief on such requirements as working space dimensions, electrical installations, and equipment procurement.

4. Mr. Davis can be reached at 714-2555.

For the Secretary:

C.L. McQuinn
Executive Assistant

Unclassified - For
Training Purposes Only

STAT PROJECT REPORT

STAT ANALYSIS OF INDIVIDUAL RANKING BY

ACTIVITY	YOUR RANKING	SUGGESTED RANKING	DIFFERENCE
A	15	15	0
B	20	20	0
C	12	11	1
D	5	9	4
E	6	6	0
F	24	24	0
G	17	18	1
H	9	5	4
I	16	16	0
J	1	1	0
K	13	13	0
L	21	22	1
M	19	19	0
N	11	14	3
O	23	21	2
P	7	7	0
Q	18	17	1
R	14	12	2
S	8	8	0
T	1	10	9
U	2	3	1
V	25	25	0
W	3	2	1
X	4	4	0
Y	22	23	1

TOTAL = 31

AVERAGE TOTAL FOR YOUR TEAM = 89

AVERAGE TOTAL FOR YOUR DIRECTORATE = 71

BASED ON A SIMPLE COMPUTER ANALYSIS OF YOUR RANKING OF THE MANAGEMENT ACTIVITIES IN THE TASK FORCE PLANNING EXERCISE, WE CONCLUDE THAT YOUR UNDERSTANDING OF THE MANAGEMENT FUNCTIONS OF ANALYZING, PLANNING, IMPLEMENTING, AND EVALUATING, USING THE PAR RATING SCALE OF 1 TO 7, IS 6, EXCELLENT. CONGRATULATIONS!

A MORE DETAILED COMPUTER ANALYSIS OF YOUR INDIVIDUAL RANKINGS INDICATE THAT YOU HAVE A LESS THAN AVERAGE UNDERSTANDING OF THE FOLLOWING MANAGEMENT FUNCTIONS:

THE DISTRIBUTION OF INDIVIDUAL SCORES FOR THIS CLASS IS AS FOLLOWS:

0 TO 25
 25 TO 50 XXXXXXXXXXXX
 50 TO 75 XXXX
 75 TO 100 XXX
 100 TO 125 XXXX
 125 TO 150 XXXXX
 OVER 150 X

C O N F I D E N T I A L

23 February 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

1. To equip the LTD Russian staff to better implement its newly designed curriculum, the following sessions took place in February 1988: (a) Lesson Planning, a presentation by the Russian consultant from Ohio State University (Gerard Ervin); (b) Listening Comprehension, a workshop presented by LTD C/Curriculum and Staff Development (Helena Hughes); and

[REDACTED] Still to take place in March are Area Studies Consultation, with C/Soviet Realities [REDACTED] and Reading, a workshop presented by FSI linguists. [REDACTED]

2. On 16 February 1988 C/Slavic, Greek, Turkish Section [REDACTED] S&G) and Russian curriculum review coordinator [REDACTED] S&G) attended the first Interagency Consortium on Russian Development (ICORD) at the Naval Academy. The purpose of the meeting was to share materials, current development projects and needs in curriculum development in the various Russian language programs. [REDACTED]


3. There were 12 reading and 13 oral proficiency tests the past week compared to 39 reading and 37 oral proficiency tests the previous week.

C O N F I D E N T I A L

23 February 1988

MEMORANDUM FOR: Director of Training and Education

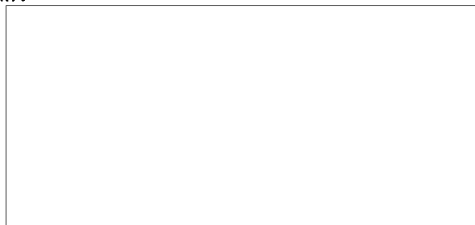
STAT FROM:


Chief, Information Systems Training Division

SUBJECT: ISTD Weekly -- 17-23 February 1988

A new era has begun for Information Systems Training Division's basic course, Fundamentals of VM. The first dry run of FVM on a 3270 PC was held on Thursday, 18 February. The course is being developed by Human Technology. Not only is the course updated for the PC, but the method of instruction is in a tutorial form.

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Conferencing

Received updated requirements for DCI Conference 21-23 February.

Space

25X1 DC/AD, EXO, and Plans Officer attended meeting with [] Project Office
25X1 representative and Ellerbe architects on 9 February regarding OTE requirements
[] OTE to provide more classroom data within the next week.

DC/AD, EXO, ISTD representatives, and C/AVS/MPB toured OTE classrooms in the South Tower and Center of the New Headquarters Building.

Requirements for Classroom 2A074, NHB, were submitted to NHBO on 12 February. Initial costs were received from the Design Branch for the computer classrooms in NHB. The costs and design will be reviewed by OTE again before final work begins.

Miscellaneous

Issued Monthly Reports on: Status of Funds, Requisitions, and Independent Contractors.

25X1 Congratulations to [] on her recent promotion!

Supported OTE awards ceremony.

25X1

DC/PB attended "Assertive Management" and "Giving and Receiving Feedback" at College of William and Mary in Williamsburg on 11 and 12 February.

Wilma represented Admin Division at first ADP Users Meeting.

Training Selection Board

Scheduled TSB meeting for 29 February to discuss candidates for Congressional Fellowship program.

Requested nominations for President's Executive Exchange Program for 1988/89.

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25X1

Security

Made arrangements for the East Stairwell to be opened from 0800 to 0900 hours to alleviate the large backup at the elevators on the ground floor.

Checked with C/RIP Branch re possibility of giving presentation on the polygraph program to OTE personnel.

Personnel

C/PB met with DD/OTE to discuss rotations assigned within and outside of OTE. Finalized report was forwarded to DA/CMS and will eventually become part of the monthly report generated by Personnel Branch.

Established a file for reporting to DA on clericals going to technical positions.

On 11 February, Liz interviewed Dr. Lapides of University of Michigan re starting a co-op program with Michigan in Curriculum Development.

Panel Support:

- DC/PB and Katherine with input from Shelby completed and forwarded to the DA the Secretarial Performance Awards package.
- Continued preparation for the GS-07/08 LIP, GS-07/08 TA and the GS-07/08 General Panels.

Check-ins:

25X1

<u>Check-ins:</u>	<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>
	Instr	WOTD/OB	GS-14	02/01/88
	CompSysAna-Prog	ISTD/CSTB	GS-11	02/08/88
	Testing Clerk	O/C/LTD	GS-06	02/01/88
	Editorial Clerk	O/C/CSI	GS-05	02/01/88

Check-outs:

25X1

	TrngOff	WOTD/PSB	GS-14	02/12/88
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Logistics

OL has forwarded the drawings for replacement of the roof air conditioner to GSA for approval and funding.

Roof air conditioner malfunctioned; GSA called and system is up again. Parts are still on order for second system which is down.

Venetian blinds installed in D/OTE conference room and Room 902.

Pictures purchased and installed in 3rd floor reception area and CT lounge.

The Building Owner will be touring the building with the Building Manager on Wednesday afternoon 17 February. He will tour hallways on several floors and will not enter any of the classrooms or offices.

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Conferencing

25X1

Kendra briefed LTD Section Chiefs on procedures for submitting language immersion requirements [redacted]

Finalized last-minute arrangements for DCI Conference 21-23 February at Beechtree.

Space

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Submitted estimated classrooms requirements for 1991 to [redacted] Project Office.

Submitted finalized floor plan for computer classrooms to New Hqs Building Office. OIT should begin work on these rooms on 15 March.

DC/AD attended Integrated Logistics Support meeting on 18 February; changes continue to be made in occupancy of South Tower.

Miscellaneous

25X1

[redacted] served as Acting Security Officer during [redacted] leave.

Scheduled interactive video demonstration by President, Performax for 22 February.

25X1

[redacted]

25X1

C/AD met with [redacted] TIB, re arrangements for Wall Street conference.

Training Selection Board

Prepared briefing book on nominations to FSI's Econ/Commercial Studies Program for Chairman, TSB approval and nomination letter to FSI for the Program.

Prepared briefing books for TSB members on nominations for Congressional Fellowship Program and set up interview times for nominees to meet with TSB.

Prepared thank-you for invitations to participate to: President 's Commission on Executive Exchange and The Atlantic Council's Senior Fellows Program.

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C/B&F delivered the FY 89 Congressional Budget to DDA/Management Staff.

C/B&F attended the continuation of the OF/Chiefs Conference, the theme of which was managing and leading.

Personnel

25X1

Responded to inquiries on OTE's rehired annuitants. We have a total of four of whom are rehired from other Government Agencies.

C/PB served as advisor to the SPB on 17 February.

Received numerous calls on LDD's secretarial position, GS-09 CTF job, and the TA job with WOTD/CIB.

Panel Support:

25X1

-- C/PB served as advisor to the DO GS-15 Panel on 18 February.

-- Sent out SIF's for the GS-07 and GS-08 TA Panel.

25X1

Check-ins:

<u>Check-ins:</u>	<u>Title</u>	<u>Office</u>	<u>Grade</u>	<u>Date</u>
	Records Admin	AD/RS	GS-11	02/16/88

25X1

Check-outs:

	Instr-Admin	LDD/MTB	GS-13	02/16/88	LWOP
	ForLanInstr	LTD/RLS	GS-09	02/19/88	Resign
	SysAdmin	O/C/LTD	GS-08	02/19/88	LWOP

Logistics

Touch up painting was done in Rooms 902, 906, D/OTE's Conf Room and 1001 Conf Room on Saturday, February 14. The grills in Room 103 were also repainted.

C/Logs attended a pre-panel briefing for GS-08 Logistics Panel. Panel will meet for a week sometime early March.

Completed inter-office move for TIB.

Hung pictures in CT Lounge (Room 906).

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